

Civic Center Terms & Conditions

Today's Date: _____

Day, Date & Rooms Reserved: _____

Permit Holder Name: _____

Phone: _____ Email: _____

Your reservation is not confirmed until a signed copy of this form is on file. Please read, initial, sign at the bottom and return with your signed rental application and deposit.

RESERVATIONS AND FEES

PAYMENTS: At the time of the reservation, 50% of the Room Rental Fee is due. The balance of your rental fee including Damage Deposit is due 30 days prior to your event. Payment can be made by cash, check, Visa or MasterCard.

CANCELLATION POLICY: Rental fees and other charges are completely refundable if the City cancels the use of the Civic Center for any reason other than violations by the user. If the permit holder requests cancellation more than forty-five (45) days before the event, a full refund will be issued if an alternate user is found. There is no refund of the rental fee if a permit holder cancels within forty-five (45) days prior to the event.

END TIME OF RENTAL: All set-up and take-down **MUST** occur during rental hours. Events must end at the allotted time in the Fee Schedule. Extensive clean-up or staying past rental time may result in a portion of your damage deposit forfeited.

- SUNDAY – THURSDAY: Event End Time is 10:00 P.M. Your event must be cleaned up and over by 10:00 P.M. If alcohol is being served at the event, alcohol service stops no later than 9:30 P.M.
- FRIDAY OR SATURDAY: Event End Time is 12:00 midnight. All guests must leave and if alcohol is being served at the event, alcohol service stops no later than 12:00 midnight. Only people who are helping with clean-up may remain. Building must be vacated no later than 1:00 A.M. Saturday for a Friday rental and 1:00 A.M. Sunday for a Saturday rental.

The Civic Center host or police officer must stay until everyone has left the building. If the Civic Center host or police officer has to stay past the scheduled time, overtime will be charged to the permit holder a minimum of one (1) hour at the hourly rate (see Fee Schedule).

_____ (initial)

DECORATIONS

DECORATIONS: No items may be taped, tacked or put on any walls or ceilings. No paper or metallic confetti, glitter, bird seed, decorative sand, rice or other small decorations are allowed. Do not use duct tape on the floor to hold cords in place. Gaffers tape is available for this purpose – see the Civic Center host for a roll.

STAGES & OUTSIDE TENTS: Stages, inside as well as outside, and outdoor tents are not permitted. Civic Center tables and chairs **MAY NOT BE TAKEN OUTSIDE**. The Civic Center has outdoor chairs that are available to rent or you may bring in your own or rent chairs and tables from a rental facility.

CANDLES & OUTDOOR FLAMES: Candles are allowed provided they are contained and the flame is beneath the container. No open flames or ovens that burn charcoal or wood are allowed in the building. They must be outside and a minimum of 10 feet from the exterior of the building.

_____ (initial)

FOOD AND CATERING

KITCHEN: Renters may bring in outside food; however, only caterers licensed by the State of Minnesota shall have access to the kitchen.

CATERER: A copy of the caterer's license must be on file 30 days prior to the date of the rental. If the caterer is not familiar with the facility, he or she must tour the kitchen at least 2 weeks prior to the date of the rental.

CATERING EQUIPMENT: Catering equipment and supplies may only be delivered on the day of the event and must be removed by the End Time of the rental.

_____ (initial)

ALCOHOL

ALCOHOL FREE: If you inform us that your event is to be alcohol free and you or your guests are found to have alcohol at your event, you will be asked to have all alcohol immediately removed from the premises or your event will be terminated. Additionally, you will forfeit your damage deposit for violating policy and may be refused permission for future use of the facility.

ALCOHOL POLICY: If you choose to serve liquor, you must choose from one of the caterers on the Coon Rapids Civic Center's **Approved Alcohol Provider** list. When alcohol is being served, the Facilities Coordinator will hire a Coon Rapids Police Officer to work the event. The permit holder will be assessed an additional fee (see Fee Schedule for the cost).

No alcoholic beverages will be consumed on Coon Rapids Civic Center premises by any person under the legal age. Valid identification may be requested of any person(s) who appear to be under age at any time during your event. All guests must have a valid ID if they plan to consume alcoholic beverages.

Service and consumption of alcohol is allowed only in the Civic Rooms, Training Room and patio area (not in the hallways, corridors, restrooms, front entrance or parking lot). No alcohol may be served after 12:00 A.M. on Friday and Saturday evenings or after 10:00 P.M. on other nights and alcohol must be removed from the building at this time.

_____ (initial)

CONDUCT

MAX CAPACITY: The maximum capacity for the Banquet Facility is 230 people; Civic Rooms A and B combined is 160 people; Civic Room A or B is 80 people; and the Training Room is 60 people. Due to fire code laws, maximum capacity cannot be exceeded at any time during your event. Violating maximum capacity will result in forfeiture of the damage deposit and/or termination of the existing event and/or refusal to grant permission for future use of the facility.

NOISE LEVELS: The permit holder shall assume all responsibility for noise levels of their participants and noise levels shall not disturb other groups in the facility or the surrounding neighborhood. The folding walls between Civic A, B and the Training Room are sound deadening, not sound-proof.

HALLWAYS: The hallways and other common spaces **ARE NOT INCLUDED** in your rental agreement and must remain clear at all times. No tables and/or equipment are allowed to be set up in this space. No loitering is allowed in this space. Violating this policy is a violation of fire code and will result in forfeiture of your damage deposit and/or termination of the existing event and/or refusal to grant permission for future use of the facility.

_____ (initial)

CLEANUP

Clean-up all personal belongings and decorations in the Banquet Facility, Kitchen and other rooms used. All trash must be picked up and deposited in the trash bin outside of the loading dock. Re-line the trash bins with the bags left with the bins (the Civic Center host will have extra bags if need be).

Tables & chairs must be wiped off (**you must bring your own towels & cleaning products/soap**). All food or liquid spills must be cleaned up. Sweep up large messes such as broken glass.

Please check the patio area and outside the main entrance for any leftover bottles, cans, plates etc. and dispose of them properly. If the facility is not cleaned according per instructions and requires additional janitorial services beyond the three hours allotted, you will be charged at a rate of **\$40 per hour** for each additional hour.

KITCHEN: While it is the caterer's job to clean up after themselves, it is your responsibility to ensure all is done. All counters must be wiped clean and floors must be clear of food debris and large spills. Clean thoroughly and remove all food and waste, including the dishwasher drain. Use the squeegee to clean the stainless steel countertops. The refrigerator should be wiped out if spills occurred.

DISHWASHER AND GARBAGE DISPOSAL: Step by step instructions for proper usage of the dishwasher and garbage disposal are written on the orange sheet provided to you. Please refer to these instructions when you use the equipment. Be sure to turn off the kitchen fans (switches are on the wall behind the door) and turn off on the dishwasher after it is done so the machine does not overheat. You will be charged for the cost of repairing any equipment damaged by improper use.

TRASH: Pick up all trash from inside the Banquet Facility, hallways, outside patio, outside of front entryway and parking lot. Place in trash bags and place the bags in the **garbage dumpster located on the right side of the loading dock**. If garbage is put into the recycling dumpster by accident there will be a **\$100 fine**. The recycling dumpster will be locked. Recycling will be taken care of by our custodians.

RENTAL ITEMS (INCLUDING TABLE LINENS & LINEN NAPKINS): Place dirty table linens and/or napkins in bags provided and place in loading dock area. Rental items such as plates, silverware, coffee cups, water goblets, water serving pitchers must be cleaned in the commercial dishwasher in the kitchen and then left in the same place as you found them at the beginning of the night.

NO ITEMS LEFT BEHIND: All items brought in for your event must be removed that same evening. Any items left behind will be disposed of if not picked up within seven days. The Coon Rapids Civic Center and the City of Coon Rapids are not responsible for items left behind.

_____ (initial)

I, the undersigned permit holder, have read and understand the contents of these terms and conditions. I understand that if I violate any policies or cause any damage, all or a portion of my prepaid damage deposit will be forfeited. If the damage or violations result in charges that exceed the damage deposit on file, I will be billed for additional amounts.

Permit Holder Signature

Date

Permit Holder Printed Name

Please refer to the Policy for Use of City Center Facilities that you were previously given for all policies that must be followed. If you have misplaced your copy and would like another one, please let us know. The policy document is also available at the Coon Rapids Civic Center website at www.coonrapidsciviccenter.com.

Violation of policies will result in forfeiture of all or part of the damage deposit paid and/or the termination of the event; and/or the loss of opportunity to use the facility in the future.

*For questions or concerns please call 763-767-6522 during business hours,
763-767-6555 during evening and weekend hours or email CivicCenter@coonrapidsmn.gov.*